United Nations ST/IC/2014/9*

Secretariat

28 February 2014

Information circular**

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **Voluntary supplemental funding mechanism for the Office of Staff Legal Assistance**

1. The purpose of the present circular is to inform staff members of the Secretariat of the decision of the General Assembly in its resolution 68/254 to establish, on an experimental basis from 1 January 2014 to 31 December 2015, a voluntary payroll deduction mechanism to supplement the funding of the Office of Staff Legal Assistance and the manner in which that decision will be implemented.

2. In its resolution 68/254, the General Assembly stressed the need to raise awareness among staff members of the importance of their financial contributions to the Office of Staff Legal Assistance.

3. Staff members in other entities who have access to the Office of Staff Legal Assistance will also be subject to the voluntary supplemental funding mechanism, to be implemented by their respective organizations.

General

4. The Office of Staff Legal Assistance was established through General Assembly resolution 62/228 to provide staff members with professional legal assistance within the system of administration of justice.

5. The Office of Staff Legal Assistance provides its services to current staff members, former staff members and any person making a claim in the name of an incapacitated or deceased staff member. The members of the above-mentioned categories will continue to have the same access to the services of the Office of Staff Legal Assistance during the experimental period, whether or not the staff member decided to opt out of the voluntary supplemental funding mechanism.

6. In providing its services, the Office of Staff Legal Assistance will continue to enjoy operational independence.

* Reissued for technical reasons on 4 March 2014.

** The present circular will be in effect until further notice.

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Voluntary supplemental funding mechanism

7. During the experimental period, the voluntary contribution will be effected through a monthly payroll deduction of 0.05 per cent of net base salary (excluding post adjustment and other allowances) from each staff member, unless the staff member expressly opts out of the mechanism in accordance with the procedure set out in paragraph 10 of the present circular. The payroll deduction will be adjusted automatically to account for any change in grade, step or other change in net base salary. All staff of the Secretariat, regardless of type of appointment, will initially be considered to be participating staff members unless and until they opt out.

8. Some examples of the estimated monthly amounts that would be deducted at different grades and levels at various duty stations as at 1 January 2014 are set out in annex I.

9. The first deduction for participating staff members will commence with the April 2014 payroll. Staff members wishing to opt out of the mechanism before the April 2014 payroll should submit the opt-out form in accordance with the procedure set out in paragraph 10 of the present circular.

10. Staff members wishing to opt out of the voluntary supplemental funding mechanism should indicate their wish to do so on form P.36 (see annex II) and submit the completed form to their Executive Office or local human resources office for transmission to the relevant payroll office.

11. Staff members may opt out at any time. Participation in the voluntary supplemental funding mechanism will cease from the next payroll cycle following the date of the staff member's signature on form P.36.

12. Staff members who have opted out may resume participation in the voluntary supplemental funding mechanism at any time by indicating their wish to do so on form P.36 and submitting the completed form to their Executive Office or local human resources office for transmission to the relevant payroll office.

13. Staff members who wish to make a voluntary contribution to the mechanism for the period 1 January to 31 March 2014 may do so through a one-time payroll deduction. Such staff should submit a completed contribution form (see annex III) to their Executive Office or local human resources office for transmission to the relevant payroll office.

Use of funds

14. In accordance with General Assembly resolution 68/254, the Secretary-General may enter into commitments for the period 1 January 2014 to 31 December 2015 from the revenue accrued through the voluntary supplemental funding mechanism to finance additional resources for the Office of Staff Legal Affairs.

Annex I

Examples of estimated monthly payroll deductions to supplement the funding of the Office of Staff Legal Assistance as at 1 January 2014

Duty station	*Level of staff member*	*Net base salary*	*Monthly payroll deduction (0.05 per cent)*
All locations	D-2, step 3	$8 905.75	$4.45
All locations	D-1, step 5	$8 520.08	$4.26
All locations	P-5, step 5	$7 224.00	$3.61
All locations	P-4, step 5	$6 112.83	$3.06
All locations	P-3, step 3	$4 907.42	$2.45
All locations	P-2, step 2	$4 000.50	$2.00
All locations	P-1, step 6	$3 588.67	$1.79
Bangkok	G-3, step 6	Baht 48 751	Baht 24.38
Geneva	G-5, step 6	SwF 7 289.83	SwF 3.64
Kinshasa	G-4, step 6	$1 752.92	$0.88
Nairobi	G-4, step 4	K Sh 116 553.10	K Sh 58.30
Nairobi	NO-B, step 1	K Sh 334 287.75	K Sh 167.10
Somalia	G-2, step 4	$428.17	$0.21
South Sudan	G-5, step 7	South Sudanese pound 5 136.25	South Sudanese pound 2.57
The Hague	G-4, step 6	€3 364.17	€1.68
Vienna	G-4, step 6	€3 505.50	€1.75

Note: Information provided in the table above relating to staff in the Professional and above category is based on the single rate.

Abbreviations: $, United States dollar; €, euro; K Sh, Kenyan shilling; NO-B, National Professional Officer, level B; SwF, Swiss franc.

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Annex II

Opt-out/Resume participation in the voluntary supplemental funding mechanism for the Office of Staff Legal Assistance

To

The Executive Officer/local human resources officer

Dept./Office/Mission

Duty station

From

Name

Index no.

Dept./Office/Mission

Duty station

Mark only one (1) box below:

I wish to opt out:

☐ I hereby convey my decision to **opt out** of participation in the voluntary supplemental funding mechanism and monthly payroll deduction for the supplemental funding of the Office of Staff Legal Assistance, with effect from the next payroll cycle following the date of signature of this form.

I understand that I may opt back in to the said mechanism in accordance with the provisions of information circular ST/IC/2014/9.

Or:

I have previously opted out and wish to resume participation:

☐ I hereby convey my decision to **resume** participation in the voluntary supplemental funding mechanism and monthly payroll deduction for the supplemental funding of the Office of Staff Legal Assistance, with effect from the next payroll cycle following the date of signature of this form.

Signature _____ Date _____

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Annex III

One-time contribution to the voluntary supplemental funding mechanism for the Office of Staff Legal Assistance

Payroll deduction authorization form

To

The Executive Officer/local human resources officer

Dept./Office/Mission

Duty station

From

Name

Index no.

Dept./Office/Mission

Duty station

I hereby authorize the deduction of **0.05** per cent of my monthly net base salary from my payroll for the months of January, February and March 2014 as a one-time contribution to the voluntary supplemental funding mechanism for the Office of Staff Legal Assistance.

Signature _____ Date _____

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